

DEPARTMENT OF HEALTH SERVICES

MEDI-CAL POLICY DIVISION
MEDI-CAL BENEFITS BRANCH
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November 9, 1999

TO All Local Educational Consortias (LEC)
Local Governmental Agencies (LGA)
Medi-Cal Administrative Activities (MAA)

PPL 99-007

SUBJECT: **MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA) DETAIL AND SUMMARY INVOICE**

Enclosed are the MAA Invoice format and claim preparation instructions. All LEC MAA claims for the period beginning April 1, 1999, and LGA MAA claims for the period beginning July 1, 1999, must be submitted using the enclosed format.

The claiming documents are being provided on diskette to assist the LEC with the preparation of their MAA claims. The files are compiled using Lotus 1-2-3 Release 5.0 for Windows and Excel 97. The claim preparation instructions and checklists are provided in Word 97. Effective July 1, 1999, the Department of Health Services no longer provides support for Lotus. All future documents will be released in EXCEL only. However, if necessary LECs may continue to prepare the MAA invoices using Lotus.

The preparation instructions issued with this transmittal reflect policy changes for claiming MAA for contractors. The Provider Manual will be updated in the next revision.

Copies of the diskette and instructions should be disseminated to all appropriate LEC staff. The LEC coordinator should retain the master diskette. If you have any questions regarding this transmittal, direct them to Ms. Patricia Kinney, Chief of the Federal Liaison Unit, in the Accounting Section, at (916) 657-4304 or email pkkinney@dhs.ca.gov.



David Mitchell, Chief

Enclosures

cc: Ms. Cathleen Gentry
Host County Liaison
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